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9 November 1961

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-31 October 1961

1. CABLES PROCESSED

a. The Cable Secretariat reproduced and disseminated 17,684 IN cables, 6,395 OUT cables, 1,411 TD's and 970 miscellaneous items for a total of 26,460 work items during October 1961. This represents an increase of 6,660 items or 34% more than the monthly average of 19,800 work items established in 1960.

b. Cables increased 6,299 or 35% over the 1960 monthly average of 17,760. The October 1961 total is 1,453 or 6.5% more cables than September 1961 and 3,999 or 20% more cables than October 1960.

c. TD's increased 246 or 21% over the 1960 monthly average of 1,165 TD's.

d. We processed an average of 1,026 cables Monday through Friday, 600 on Saturday and 296 on Sunday.

e. One thousand four hundred ninety-four (1,494) CIA cables or 8% of all cables were furnished to the Director as compared with 1,849 or 8.5% for September 1961. In addition, the Director was furnished 611 non-CIA cables, 4% of all non-CIA cables.

f. Non-CIA cables totaled 16,494, an increase of 3,494 or 27% over the 13,000 monthly average for 1960. The October 1961 total is 684 or 4% less than September 1961.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 43,655 items.

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2. PERSONNEL

Our personnel situation remains the same as last month. We are still two persons short of our assigned [REDACTED] persons. The Office of Personnel is aware of our needs. 25X1A

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Cable Secretary

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